Approve a process

Versione 1: 01.12.2023

The "**4 eyes principle**" is applied by default to all processes in the Registry (transactions and management of the trusted account list): therefore, each process proposed by an authorized representative must be approved by another authorized representative of the account having the right, respectively, to initiate and approve processes.

Once a process has been proposed by a representative, it must be claimed by another representative, with the right to "approve" or "initiate and approve" processes (or by any other AR for Kyoto accounts) , who can decide whether to approve or reject it. Please note that, for correct completion, the process must not be claimed by the same person who proposed it.

Please note that an account holder may decide that the approval of a second authorized representative to execute transactions is not needed (this decision may be revoked at any time). The decision, or the revocation of the decision must be communicated via the ARIET website (please refer to the page Changing the account security levels). Conversely, for the management of the trusted account list, the intervention of two account representatives to propose and approve changes to the list is always necessary.

Follow the instructions in the table to complete the process

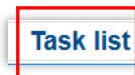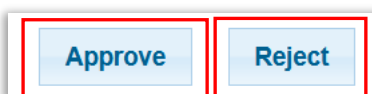|	Interface element	Action
1		Log into the italian section of the Union Registry at **https://unionregistry.ec.europa.eu/euregistry/IT** Login issue? Follow the instructions shown in the tutorial **Log into the Registry** in the Tutorial and Guide section of the ARIET website
2	Task list	Click **Task list** from the left menu
3		If you want to view the specific content of the task to be approved, click on **Request ID**
4	Back	Click **Back** to return on the task list menu
5	Claim task	Click the check box related to the task you want to approve (or reject) and click **Claim task**
6		Click the **number** of the request to approve (or reject) the process as soon as your name will be dispalyed in the column "Claimant"
7	Approve Reject	Click **Approve** if you agree with the process Click **Reject** if you disagree with the process and provide an explanation for the rejection (mandatory)
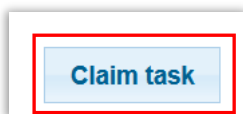
Interface element	Action

8   [Confirm] [Cancel]

Click **Confirm** to finalise your approval or rejection

9

Password
‥‥‥‥‥‥‥‥

[QR code]

[Sign]

Sign your operation through EU Login: enter your **password**, open the EU Login mobile App on your mobile device and scan the **QR code**

Enter the **values** provided by EU Login on the app and click "Next", enter the code generated by the app and click **Sign**

Done!

Additional information

It is possible to cancel the claim of the process selecting the relevant process and clicking on **Unclaim task**

A process can also be selected and assigned to another representative with the right "*approver only*" or "*initiator and approver*" (click on **Assign** and select the name of the representative from the menu).